HOW TO UPDATE YOUR APPLICANT PROFILE

❗ **Your online employment application is also your Applicant Profile. There is only one application/Applicant Profile for each applicant. When applying for a position, you are submitting the current version of your online application for the position.**

❗ **You can only update <u>certain</u> sections of your application by selecting Application Profile. For access to update <u>any</u> section of your application, you must select APPLY for any position and proceed with updating as necessary. If you are not interested in applying for the position, select SAVE FOR LATER to save your changes.**

Step 1: Go to www.brla.gov/jobs

Step 2: In the top right hand corner, click **"Log in as a returning applicant"**

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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 3: On the **Applicant Login Page** enter your **First name, Last name, Zip code and PIN number**. After all information has been entered click **Log In** to access your user profile.

❗ **If you forgot your PIN or Zip Code, select "Click here for PIN reminder", enter your email address and you will receive an email containing this information within minutes. Check SPAM if the email does not appear in your Inbox.**

Step 4: Click on the **Applicant Profile** tab to update <u>select</u> application questions.

❗ **You can only update <u>certain</u> sections of your application by selecting Applicant Profile. For access to update <u>any</u> section of your application, you must select APPLY for any position and proceed with updating as necessary. If you are not interested in applying for the position, select SAVE FOR LATER to save your changes.**

Last updated 9/18/18

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 5: To **view/change or edit General Information** questions, click the General Information tab.

Applicant Profile

General Information

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Announcements

Thank you for your interest in City-Parish employment. You must apply for every position of interest. Please ensure all information is complete and attachments are provided prior to submitting your application. The City-Parish government offers full-time, regular classified employees an excellent benefits package. Visit www.brla.gov/hr for more information.

Home

Employment Opportunities

    Applicant Profile

    Saved Applications

Vendor Self Service
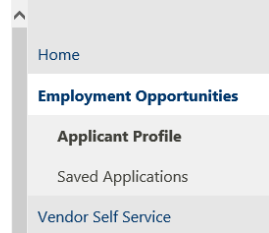
Step 6: To edit or change **Personal Information** click **change**.

Personal Information change	
Name	JANNIE DOE
Prior Name	
Date of Birth	1/1/1990
Race	
Hispanic	No
American Indian or Alaska Native	No
Asian	No

Step 7: Enter changes and click **Continue** to save changes.

Applicant Registration

Personal Information
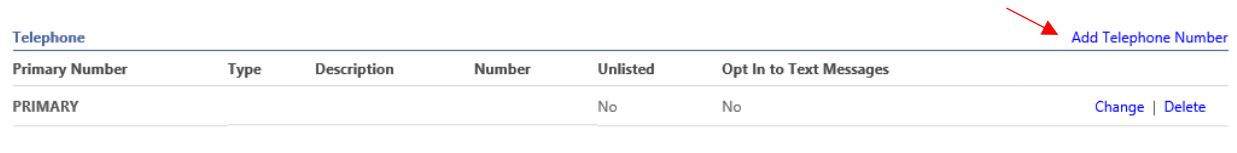
First Name	JANNIE
Last Name	DOE
Middle Initial	
Suffix	
Prior First Name	
Prior Last Name	
Date of Birth	1/1/1990
DOE Ethnicity	⃝ Yes, Hispanic or Latino ⦿ No, not Hispanic or Latino

DOE Race

American Indian or Alaska Native	☐
Asian	☐
Black or African American	☐
Native Hawaiian or other Pacific Islander	☐
White	☐
Veteran Status	[▼]

[Continue] [Cancel]

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HOW TO UPDATE YOUR APPLICANT PROFILE
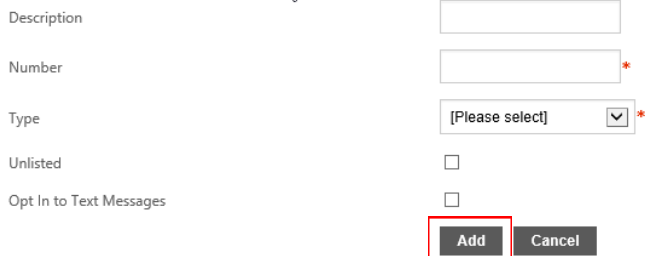
Step 8: To add a telephone number click **Add Telephone Number**.

Step 9: Enter the desired phone number and click **Add**.
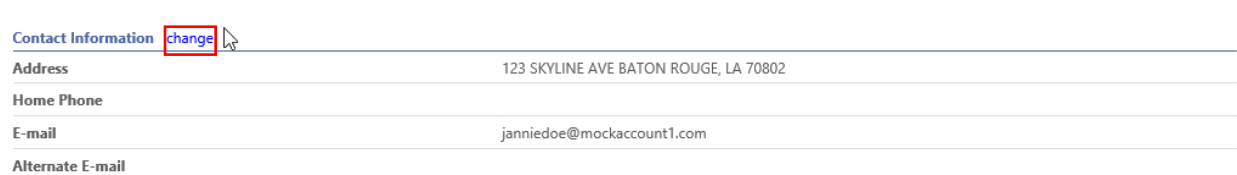
Step 10: To change or delete a **phone number** click **Change/Delete**.

Step 11: To update **Contact Information** click **Change**.

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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 12: To save updates click **Continue.**

Applicant Profile

Contact Information:

Address Line 1	123 SKYLINE AVE ✕
Address Line 2	
City	BATON ROUGE
State	LA
Zip	70802
Home Phone	
Email Address	janniedoe@mockaccount1.com
Alternate Email	

[Continue] [Cancel]

Step 13: To **view/change or edit** education information, click **Education tab**.

Applicant Profile

Education

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Education Information   Add to Education

Step 14: Click on **Add to Education** to add educational information.

Education

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Education Information   Add to Education

Last updated 9/18/18

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 15: Enter education information then click **Continue** to save updates.

🔴 Subject Area 1 is your Degree Major and Subject Area 2 is your Degree Minor.

🔴 Your transcript or diploma must be attached to your application as proof of education or your application may be rejected for the position.

Applicant Profile

Education Information

State	[▾]
Institution	[▾] *
Degree	[▾] *
Subject Area 1	[▾] *
Subject Area 2	[▾]
Credit Hours Attained	0.00
Years Completed	0
Comments	[ ]

[Continue]   [Cancel]

Step 16: To **view/change or edit** any work history click the **Work History** tab.

Work History

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Work History   Add to Work History

Step 17: To add work history click **Add to Work History**.

Work History

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Work History   Add to Work History

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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 18: To **revise or delete** work history click on **Update/Remove**.

Work History

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Work History				Add to Work History
Employer Name	**Start Date**	**End Date**	**Phone**	**Actions**
CITY OF BATON ROUGE, HUMAN RESOURCES	6/29/2017	12/31/9999	225-389-3129	Update | Remove

Step 19: Enter or revise work history information. To save click **Continue**.

- ❗ **Position Description 1 is your Job Title.**
- ❗ **Use "Additional Comments" to list and describe your job duties.**

Applicant Profile

Work History Information:

Employer Name *	
Address Line 1	
City	
State	
Phone	
Start Date *	
End Date	
Position Description 1	
Supervisor	
Reason for Leaving	
Additional Comments	

[Continue] [Cancel]

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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 20: To **view/change or edit Equipment Skills**, click the **Skills** tab.

> ❗ **Skills refers to the City-Parish Equipment List and equipment used by public works related positions.**

Applicant Profile

Skills

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Skills   Add to Skills

Step 21: To add Skills, click the **Add to Skills** tab.

Skills

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Skills   Add to Skills

Step 22: Enter Skills information and click **Continue** to save.

> ❗ **Use the Level field to select your years of experience using the selected equipment.**
> ❗ **Use the Comment field to provide the Employer Name.**

Applicant Profile

Skill Information:

Skill Type	[▼]	*
Skill Area	[▼]	*
Level Code	[▼]	*
Comment	[ ]	

[Continue] [Cancel]

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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 23: To **update or remove** Skills click **Update/Remove**.

Skills

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Skills   Add to Skills

Type Code	Area Code	Level	Actions
EQUIPMENT SKILLS	ATV WITH SPRAYER	3-4 YEARS	Update	Remove

Step 24: To **view/change or edit Professional Certifications & Licenses** click the **Certifications & Licenses** tab.

Certification Information

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Certification Records   Add to Certifications

Step 25: To **add** Certifications or Licenses click **Add to Certifications**.

Certification Information

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Certification Records   Add to Certifications

Step 26: Enter the Certification and License information. Click **Continue** to save.

- ⚠ **If your certification or license does not expire, enter 12/31/9999 as the Expiration Date.**
- ⚠ **You must attach a copy of your certification or license as proof of attainment or your application may be rejected for the position.**

Applicant Profile

Certification and License Information:

Type Code	ARCHITECT
Area Code	LICENSED
Effective Date	09/04/2017
Expiration Date	12/31/9999

Technical Experience

Continue   Cancel

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HOW TO UPDATE YOUR APPLICANT PROFILE

Step 27: To **update or remove** Certifications click **Update/Remove**.

Certification Information

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant Certification Records   Add to Certifications

Type	Area	Effective Date	Expiration Date	Actions
ARCHITECT	LICENSED	9/4/2017	12/31/9999	Update | Remove

Step 28: To **view/change or edit** references click **References** tab.

References

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant References   Add to References

Step 29: To **add** references click **Add to References** tab.

References

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Applicant References   Add to References

Step 30: Enter reference information and click **Continue** to save.
<mark>NEED A NEW SCREENSHOT – AWAITING A RESPONSE FROM GREG S.</mark>

Last updated 9/18/18

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 31: To **view/change or edit** application attachments click the **Upload Attachment** tab.

Applicant Profile
Upload an Attachment

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Step 32: To attach additional documents click **Browse** to search for the correct document, next click **Open** to select the file.
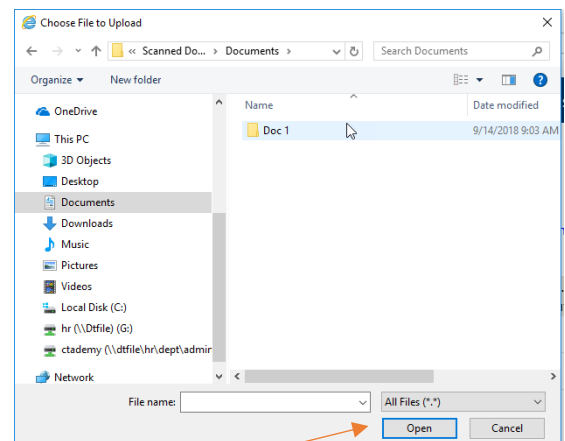

Step 33: To complete the upload click the **Upload** button.

HOW TO UPDATE YOUR APPLICANT PROFILE

Step 34: To **view/change or edit** "custom code" questions click on the **Custom Codes** tab.

Applicant Profile
Upload an Attachment

General Information | Eligibility & Status | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Step 35: Enter or update question response, click **Update** to save changes.

Applicant Profile
Custom Codes

General Information | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Custom Codes

RESIDE IN EBR PARISH	YES

Update   Reset

🛑 **This concludes how to edit/update your Applicant Profile.**

🛑 **You also have the option to update your full application when selecting to Apply for a position.**

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